

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DOE0447007

Date Posted: 09/10/12

POSITION NO: 931478

Closing Date: OUF

CLASS CODE: 3697

POSITION TITLE: DEVELOPMENTAL SPECIALIST

DEPARTMENT NAME: Office of Special Education and Rehabilitation Services

DEPARTMENT NO: 44 WORKSITE LOCATION: Fort Defiance, AZ

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R64A

Days: Mon-Fri Permanent: ☒ SALARY:

Hours: 8:00am - 5:00pm Temporary: ☐ Duration:  \$ 38,084.80 Per Annum

Part-Time: ☐ No. of Hrs/Wk: 40 \$ 18.31 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Serves as a team lead by coordinating, arranging and conducting transdisciplinary developmental evaluations and assessments for children birth to three years who are referred to the Arizona Early Intervention program (AzEIP) Team for early intervention services. Reviews and assures accurate eligibility determination on documents of medical, developmental, family history and other information for AzEIP. Participates with other agencies such as Indian Health Services, AHCCCS, Department of Economic Security DDD, Arizona School for Deaf/Blind, Social Services, Head Start, and others by reviewing child's records and conducts appropriate eligibility determination. Coordinates the development of Individualized Family Service Plan (IFSP) for services to children with disabilities and their families based on the needs identified by the Team as a result of assessment evaluations and diagnosis. Facilitates clear communication with families for the duration of services to assure that child/family's needs are met. Continues close communication with other team members including but not limited to physicians, participating agencies, and other service provider agencies. Collects child count information by assuring that child count data is accurate for submittal to the BIE. Child count data using ACTS4 database must include referral information, child's disability, age and services provided and be compiled based on December 1st deadline. Prepares program reports quarterly. Facilitates and coordinates all aspects of the early intervention process as outlined by AzEIP, Navajo Nation and IDEA, Part C requirements. Assures that all referral packets have all required family priorities, resources, interest and concerns are included in the documentation of the IFSP planning process. Provides on-going early intervention services to Navajo children eligible pursuant to IFSP. Conducts Child Find and public awareness by developing a consistent plan to assure that Navajo children are identified early, assures that child find activities are provided in a culturally sensitive manner and within the context of the Navajo language. Identifies children so that 2% of the infant/child population on the Navajo Nation are provided services under an IFSP. These requirements are national benchmarks. Assures that child's records maintained by the program are confidential, has child's current level of development, developmental screenings, developmental checklist and other documents required by AzEIP, Navajo Nation and IDEA, Part C.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

A Bachelor's degree in Early Childhood Education, Special Education, Education, Social Work or closely related field

**Experience:**

Two (2) years of work experience providing early intervention services. *(To receive full credit for education/training, applicant must submit copies of college transcripts, certificates, diploma, etc.)*

**Special Knowledge, Skills and Abilities:**

Ability to communicate and translate effectively in Navajo and English. Have Knowledge of the early intervention process as well as the Individual Disabilities Education Act (IDEA), Part C, NM FIT Service Coordination Modules, annual continuing education, and the Navajo Nation program policies and procedures.

**License/Certification Requirements:**

Must pass a criminal background check and relevancy assessment prior to date of hire and possess a valid state driver's license, Cardiopulmonary Resuscitation (CPR) certification and First Aid certification. Within 90 days of hire must obtain a Developmental Specialist II Certificate and Navajo Nation Motor Vehicle Operator's Permit.

**VETERANS' PREFERENCE APPLIES**

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.**

*Revised: 1-15-99*